

DEPARTMENT OF HUMAN RESOURCES
DIVISION OF SERVICES FOR THE DEAF AND THE HARD OF HEARING

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

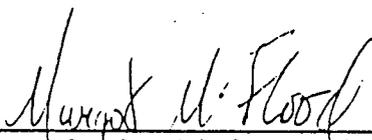
DIVISION OF SERVICES FOR THE DEAF AND THE HARD OF HEARING

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed.

DIVISION OF SERVICES FOR THE DEAF AND THE HARD OF HEARING

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Margot Flood, Chief Records Officer
Department of Human Resources

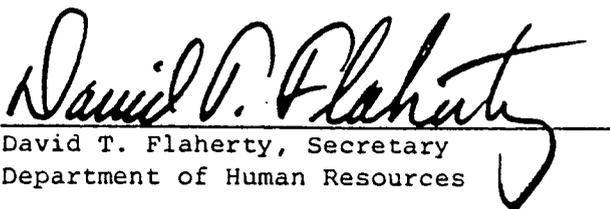


Dr. Frank Turk, Director
Division of Services for the Deaf
and the Hard of Hearing

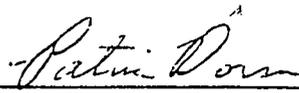


William S. Price, Jr., Director
Division of Archives and History

APPROVED



David T. Flaherty, Secretary
Department of Human Resources



Patric Dorsey, Secretary
Department of Cultural Resources

February 3, 1992

JH

DEPARTMENT OF HUMAN RESOURCES
DIVISION OF SERVICES FOR THE DEAF AND THE HARD OF HEARING

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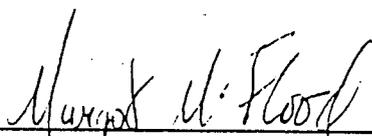
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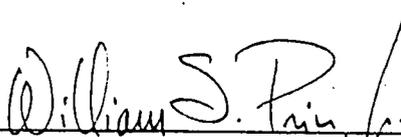
APPROVAL RECOMMENDED



Margot Flood, Chief Records Officer
Department of Human Resources



Dr. Frank Turk, Director
Division of Services for the Deaf
and the Hard of Hearing

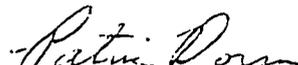


William S. Price, Jr., Director
Division of Archives and History

APPROVED



David T. Flaherty, Secretary
Department of Human Resources



Patric Dorsey, Secretary
Department of Cultural Resources

**This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.**

February 3, 1992

JH

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Records Retention and Disposition Schedule

Organizational Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. The Records Retention and Disposition Schedule reflects an organizational change from **Department of Human Resources to Department of Health and Human Services**. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedules of the Department of Human Resources. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

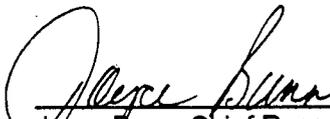
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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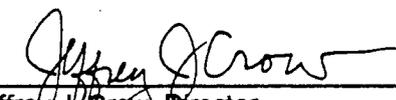
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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APPROVAL RECOMMENDED

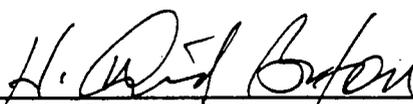


Joyce Bunn, Chief Records Officer
Department of Health and Human
Services

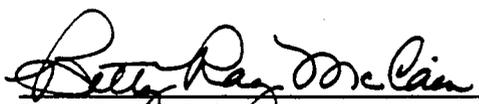


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



H. David Bruton, MD, Director
Department of Health and Human
Services



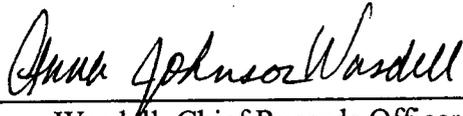
Betty Ray McCain, Secretary
Department of Cultural Resources

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

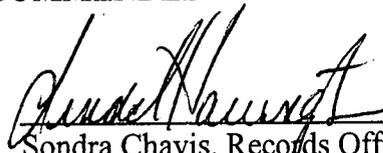
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE DEAF AND THE HARD OF HEARING

Amend the program records retention and disposition schedule approved February 2, 1992 by changing the disposition instructions for Items 6105, 6108, 6109, 6110, 6111, 6117, 6122, 6123, 6079, 6080, 6081, 6087, 6089, 6090, 6063, 6064, 6065, 6066, 6067, 6070, 6074, 6077, and 6078 as shown on substitute page dated July 29, 2003.

APPROVAL RECOMMENDED



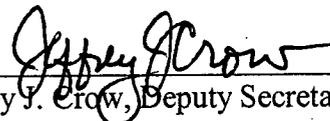
Anna Wasdell, Chief Records Officer
Department of Health and Human Services



Sondra Chavis, Records Officer
Division of Services for the Deaf and the
Hard of Hearing



Linda Harrington, Director
Division of Services for the Deaf and the
Hard of Hearing

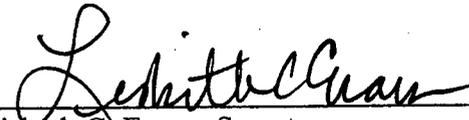


Jeffrey J. Crow, Deputy Secretary
Office of Archives and History

APPROVED



Carmen Hooker Odom, Secretary
Department of Health and Human Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

July 29, 2003

AWH

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE DEAF AND THE HARD OF HEARING
BUDGET AND ACCOUNTING - GENERAL FUNDS**

ITEM 6105. TRANSACTION FORMS/REPORTS FILE.

Records concerning N.C. Schools for the Deaf financial transactions. File includes approved budget revisions, alphabetical check vouchers, numerical check vouchers with invoices and supporting documents, daily cash receipts records with deposit forms, detail registers for month-to-date, year-end general ledgers, monthly reports of the budget, and bank statements. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services

ITEM 6108. LOGS/REGISTERS FILE.

Various logs and registers recording N.C. Schools for the Deaf financial transactions. File includes voucher and batch logs, validation records, detail error journals, encumbrance error listing, trial balances, overdraft reports, fund summaries, transaction control reports, update and monthly control sheets, transaction control reports, monthly check voucher reports, college tuition fee logs for school graduates, numerical purchase orders, data mailing logs, diskette data logs, bank deposit number logs, and postage meter logs. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6109. REPORTS FILE.

Reports documenting N.C. Schools for the Deaf financial actions. File includes sales and use tax monthly reports, milk and lunch reimbursement monthly reports, crippled children reimbursement reports, and donated commodities reports. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6110. CORRESPONDENCE FILE.

Uncleared check voucher correspondence. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6111. SYSTEMS FILE.

Records concerning the Fixed Asset and Accrual Systems. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6117. GRANTS AND SPECIAL PROJECT REPORTS FILE.

Records concerning special projects and various grant records. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE DEAF AND THE HARD OF HEARING
BUDGET AND ACCOUNTING - INSTITUTIONAL FUNDS**

ITEM 6122. TRANSACTION FORMS/REPORTS FILE.

Ledger cards, vouchers and invoices, bank statements, and investment ledgers. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6123. SUPPORT INFORMATION FILE.

Code sheets, check lists, athletic fund ticket sales records, and other related records. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE DEAF AND THE HARD OF HEARING
OFFICE OF BUSINESS OFFICER**

ITEM 6079. SUBJECT FILE.

Financial correspondence concerning continuation, expansion, and capital improvement budgets. File includes materials relating to various program topics of interest to the N.C. Schools for the Deaf. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6080. CORRESPONDENCE FILE.

Correspondence concerning the Office of Business Officer. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6081. AUDIT REPORTS FILE.

Audit reports concerning N.C. Schools for the Deaf. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6087. BOARD OF DIRECTORS MEETINGS FILE.

Minutes of the Board of Directors. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6089. STATISTICAL REPORTS FILE.

Monthly statistical reports concerning the operation of the N.C. Schools for the Deaf. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE DEAF AND THE HARD OF HEARING
PERSONNEL OFFICER**

ITEM 6090. CORRESPONDENCE FILE.

Correspondence and memorandums written by the Personnel Manager. File includes correspondence received from other departments. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE DEAF AND THE HARD OF HEARING
SUPERINTENDENT'S OFFICE**

ITEM 6063. CORRESPONDENCE FILE.

Correspondence received from or sent to Department of Human Resources offices and other state offices. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6064. AGREEMENTS FILE.

Agreements and memorandums of understanding between the N.C. Schools for the Deaf and other parties. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6065. POLICIES AND PLANS FILE.

Records concerning staff and student policies and work plans. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6066. RULES AND REGULATIONS FILE.

Rules governing programs and services for children with special needs. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6067. STUDENT RECORDS AND INFORMATION FILE.

Reference information concerning competency test finals. File includes records concerning graduates in post-secondary programs and student financial-aid records. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of personal information in the possession of state agencies.) Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6070. STUDENT/STAFF REPORTS FILE.

Reports concerning vacancies, suspensions, transfers, and enrollment of students. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of personal information in the possession of state agencies.) Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6074. CORRESPONDENCE/MEMORANDUMS FILE.

Correspondence and internal memorandums concerning N.C. Schools for the Deaf. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6077. STAFF CERTIFICATION FILE.

Records concerning staff certifications. File includes other related information. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE DEAF AND THE HARD OF HEARING
SUPERINTENDENT'S OFFICE**

ITEM 6078. STUDENT RECORDS FILE.

Vital information concerning each student enrolled in a North Carolina school for the deaf. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of personal information in the possession of state agencies.) Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.